Preserve

7

G. R. S. IX-5]

Previous references.

E - 443 - 14 - SL P.

File No. 69

1916.

Serial Nos. 1 – 2

(E. AG.)

Later references.

C.B. 58-24-15, (28 a), 37

GENERAL AND REVENUE SECRETARIAT.

P. 35 / E

Serial Nos. 1 – 2.

Part B for March 1918.

SUBJECT.

Inspection Rules.

To

The Senior Surgeon
with the Government of Mysore.

G.O. 1501 - E. A.G. 69 dated 26th February 1918.

Sanctions — for the Office & institutions of the medical Deptt

W D 88—GPB—50,000—24-7-16

20/3

2

G.R.S. 11] 1916.

GENERAL AND REVENUE SECRETARIAT.

(E. A. G.)

NOTES.

E. A. G. File No. 69

FILE HEADING.

Inspection Rules for the office of the Senior Surgeon and officers subordinate to him.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

R

A Draft letter invoking the attention of the Senior Surgeon to the G.O. of April 1915 Re. Inspection of Offices and Calling for proposals is Sorted.

nil 21/7

Nil 19/7/17

NOTES—First Sheet.

GPB—35,000—15 6-12

WD 1238—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

E. A. G. File No. 69 of 1916.

Serial No.

To the Senior Surgeon in Mysore.

Letter No. 120/E. A. G. 69-16 of 24.1.11 inviting attention to G.O. No. 10820-10918-E A G 3-4 of 10.4.15 re: proposals for the periodical inspection of offices etc.

Dft reminded. Reminder issued 16.8.17

Br. 15/8

Reminder Subd.

Br. 26.9

Reminder issued 2-10-17

Reminder Subd.

Br. 5-11

Reminder issued on 8-11-17

A draft-reminder put up.

Subd Br. 25/12

Issue - may be shown to me & then sent to Secy for signature

Reminder issued on 31-12-17

1 Letter No. 396-2 of 29.12.1917 from the Senior Surgeon in Mysore, submits dft Inspn Rules for the various offices of his Dept.

The Senior Surgeon has proposed two sets of questions one for offices and the other for medical institutions.

3 Br IV may be consulted.

4 Yes

Br (IV) 8/1/18

7/1/18

GEN. & L. FUND. 8 JAN 1918 IV TRANSIT

Dft nos 1246-17

NOTE—Contn. sheet.

WD 1280—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | E&G File No. 69 of 1916-7

Serial No.

Submitted

KD 11.1.19

It has been suggested that some of the major medical institutions may be inspected by the Sr. Surgeon's personal assistant. It would be desirable if the Sr. Surgeon himself inspected these institutions both in the interests of the Institutions as well as in those of discipline.

A few questions have been suggested in addition and may be accepted as they are necessary.

MK. 22/1

VIII ~~Asst Sec~~

Sorts with a draft letter

HM 27/1/18

Chief Secy) 23/1

Draft may be approved.

Extraordinary Member)

26/1/18

26/1

Draft approved by the Extraordinary member.

28.1.18.

Issue 28/1

Proofs corrected and sent to Press on 29/1/18

NOTE—Contn. sheet.

5

D. 1283—G.P.B—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

Eng/ File No. by of 191

Serial No.	
of Sec & to Secy 27.2	The G.O. & enclosure sent to Press on 2-2-18. Proof received on 19-2-18. Corrected & returned to Press for printing copies on 27-2-1918. G.O. No. 1501-E.A.9.69 of 26-2-1918 Sanctions inspn rules for the offices and institutions of the Medical Deptt. To Branch (D) with 2 copies of G.O.
	Br. 19.3 Received two copies
	20/3

NOTE—Contn. sheet.

6.

G. R. S. 26]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, the *191* .

Date of issue 24.7.17

Signed Pr. R. Madhava Rao

Section

File No.

Serial No.

No. 120/E.A.69-17

To

The Senior Surgeon in Mysore.

Sir,

I am directed to invite your attention to paragraph 5 of the Govt Order No.G.10870-10918-E.A.43-14-1 dated 10th April 1915 calling for detailed proposals for the periodical inspection of offices of your Department and to request that you will be so good as to forward proposals at your early convenience.

I have etc.,

over.

~~For Secretary to Govt,~~
Gen.Deptt.

From

The Senior Surgeon,

Mysore Govt., Bangalore.

To

The Chief Secretary

to the Govt. of Mysore,

Deptt.,

Bangalore.

Dated 29. 12. 1917.

No. G. C. 396 - 2

Encls. 3

1741

Subject.

Submits for approval or other orders, rules for the inspection of the several offices and institutions under the control of the Senior Surgeon.

8

No. G. C-396-2
Encls. 3

Office of the Senior Surgeon, Mysore Govt.,

Dated, Bangalore, Dec. 29 1917 191.

E. A. 69

D. 342
3. 1. 1918

From

Rajakarya Pravina

Rao Bahadur T. V. Arumugum Mudaliar, Esq., M. B., C. M.,

Senior Surgeon with the Government of

H. H. the Maharaja of Mysore, Bangalore.

To

The Chief Secretary to the Government of

H. H. the Maharaja of Mysore,

~~Dept~~ Bangalore.

Sir,

X Reminder

With reference to your letter No. 588-E. ~~&~~ A. dated 8th November 1917 and previous communications regarding inspection of offices under my control, I have the honor to enclose herein for the approval or other orders of Government

(1) A statement of the offices and medical institutions under my control which require detailed inspection, showing also the officers by whom each has to be inspected and how often in the year. It may be submitted that it is not necessary to fix dates of inspection once for all, since the inspecting officers being in charge of institutions and other duties, may not often be able to adhere to them. It will be sufficient if each of the institutions is inspected once in the year. While the detailed inspection of dispensaries has to be done by the District Medical Officer in administrative charge, the Senior Surgeon may also make a test inspection of those institutions.

(2) A set of questions to be answered in connection with offices merely. These are considered suitable (with slight adaptation) to all offices under my control.

(3) A set of questions for the inspection of medical institutions

institutions, which will apply to institutions of all kinds, such as, General & Special Hospitals, Dispensaries and Asylums.

I have the honor to be,

Sir,

Your most obedient servant,

Personal Assistant
For Senior Surgeon
(Absent from the station.)

10

G.R.S. 28]

Proper Rules for the Medical officers in institutions.

G.A.G. File No. 69
Serial No. 2

Diary No. of letter replied to 342

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.
(•)

, *the* 191 .

READ—

Correspondence ending with letter No. G.C. 396-2 of the 29th December 1917 from the Senior Surgeon, Mysore Govt, submitting proposals for the periodical inspection of the Medical institutions and offices ~~in the State~~ under his Control.

Date of issue 19. 3. 1918

Signed by M. N. Mahadevan

~~ORDER THEREON. No.~~

Order thereon

No 1501-8.A9.69 dt 28th February 1918

over.

SUBJECT.

The following arrangements are ordered for the periodical inspection of the Medical Officers and Institutions:—

Name of Officer or Institution.	Inspecting Officer.	Frequency of Inspection	To whom the Inspection Report should be sent.
Senior Surgeon's Office.	The Senior Surgeon ~~of the Personal Staff~~.	once a year.	Govt.
The Medical Stores Depôt Bangalore	1 Senior Surgeon	once a year	Govt.
The Lunatic Asylum & Office of the Superintendent. Bangalore	2. Medical Officer in charge.	once a year	Senior Surgeon
The Victoria Hospital & Office of the Medical Officer in Charge Bangalore			
The Minto Ophthalmic Hospital & Office of the Superintendent Bangalore			
The Maternity and the Office of the Lady Medical Officer in charge. Bangalore			
The Vaccine Institute Bangalore			
The Jail Hospital, Bangalore			
The Imperial Service Regimental Hospital, Bangalore			
The Epidemic Diseases Hospital Bangalore			
The Civil Hospital, & the Office of the Medical Officer; Mysore			
The Vani Vilas Hospital & the Office of the Superintendent Mysore			
The Jail Hospital, Mysore			

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

Name of office duties	Designation of officer	Frequency of inspection	To whom the inspection report should be sent.
14. Offices of the Distt Medl Officer	1 Senior Surgeon 2 Distt Medl Officers Concerned	Once a year do.	Govt Senior Surgeon
15 Hospitals in the Distt Headquarters of Kolar, Tumkur, Hassan, Shimoga, Kadur & Chikmagalur & the Robertsonpet Civil Hospital & Maternity.	1 Senior Surgeon 2. Distt Medl Officer.	Once a year. do.	Govt Senior Surgeon
16. All other hospitals & Taluk Medl & Medl Dispensaries in the State	1 Distt Medl Officers Concerned	Once a year	Senior Surgeon

2 The inspection reports of officers & medical officers respectively should be drawn up in the forms A & B appended & submitted within one month ~~from the date~~ after completion of inspection.

Approved 1.18.

GPB—20,000—7-7-14

2

To the Senior Surgeon.

Sd/ for Secy to Govt

Sd/ 23/1/18

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read:-

Correspondence ending with letter No.G.C.396-2 dated the 29th December 1917 from the Senior Surgeon, with the Government of Mysore, submitting proposals for the periodical inspection of the medical institutions and offices under his control.

Order No. E.A.G.69 dated February 1918.

The following arrangements are ordered for the periodical inspection of the medical offices and institutions:-

Name of offices and institutions.	Inspecting officer	Frequency of inspection.	To whom the inspection report should be submitted.
1. Senior Surgeon's office.	Senior Surgeon	Once a year	Government
2. The Medical Stores & Office, Bangalore.			
3. Lunatic Asylum and & office of the Superintendent, Bangalore.			
4. The Victoria Hospital & office of the medical officer in charge			
5. The Minto Ophthalmic Hospital & office of the Superintendent thereof, Bangalore.			
6. The Maternity and the office of the Lady Medical Officer in charge, Bangalore.	1. Senior Surgeon	Once a year	Government
7. The Vaccine Institute Bangalore.			
8. The Jail Hospital Bangalore.	2. Medical Officer in charge	-do-	Senior Surgeon
9. The Imperial Service Regiment Hospital, Bangalore.			
10. The Epidemic Diseases Hospital, Bangalore			
11. The General Hospital, & the office of the Medical Officer, Mysore.			
12. The Vani Vilas Hospital, & the office of the Superintendent thereof, Mysore.			
13. The Jail Hospital Mysore.			

ame of offices institutions.	Inspecting officer	Frequency of inspection	To whom the inspection report should be submitted.
4. Offices of the District Medical officers.	1. Senior Surgeon	Once a year	Government
	2. District Medical Officers concerned.	-do-	Senior Surgeon
15. Hospitals in the District Headquarters of Kolar Tumkur, Hassan, Shimoga, Kadur and Chitaldrug Districts and the Robertsonpet Civil Hospital & Maternity.	1. Senior Surgeon	-do-	Government
	2. District Medical officer.	-do-	Senior Surgeon
16. All other State Municipal and Local Fund Dispensaries in the State.	District Medical officers concerned.	Once a year	Senior Surgeon

2. The Inspection reports of offices and institutions should be drawn up respectively in the forms A ar B appended and submitted within one month after the completion of inspections.

Chief Secretary to Government.

To

The Senior Surgeon in Mysore.

15
W B 1696
Continuation

Statement of offices and institutions ~~and~~ subject to the control of the Senior Surgeon and requiring periodical inspection.

Place.	Name of institution or office.	Inspecting officer	How often
5	1. The Senior Surgeon's Office. 2. The Medical Stores & Office. 3. The Lunatic Asylum & Office of the Superintendent. 4. The Victoria Hospital and Office of the Medl. Officer. 5. The Minto Ophthalmic Hospital & Office of the Superintendent. x 6. The Maternity and office of the Lady Medical Officer in charge. 7. The Office of the District Medical Officer, Bangalore District. 8. The Vaccine Institute. 9. The Jail Hospital 10. The Imperial Service Regimental Hospital. 11. The Epidemic Diseases Hospital. Other State, Municipal and L.F. dispensaries in the District and City of Bangalore. x	The Senior Surgeon or (the Personal Assistant. The District Medical & Sanitary Officer, Bangalore District.	? ?	Once a year. -do-
	1. The General Hospital and the Office of the Medical Officer. 2. The Vani Vilas Hospital and Office of the Superintendent. 3. Jail Hospital.	The Senior Surgeon or (the Personal Assistant)	-do-
	Other Municipal and L.F. Dispensaries in the District and City of Mysore.	The District Medical Officer, Mysore District.	-do-
	Hospitals in the District Headquarters of Kolar, Tumkur, Hassan, Shimoga, Kadur and Chitaldroog Districts and the Robertsonpet Civil Hospital & Maternity.	The Senior Surgeon.	-do-
	Other Hospitals and dispensaries in the above Districts.	District Medical Officers concerned.	-do-

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE SENIOR SURGEON WITH THE GOVERNMENT OF MYSORE, and other offices subordinate thereto.

1. Name of Inspecting Officer with designation.

2. Duration of inspection ... { Date commenced / Date concluded.

3. Previous inspection ... { Date. / Name of inspecting officer.

I. GENERAL.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? is the attendance regular? who checks the register daily?

3. How many clerks are working in each branch of the office and what is the qualification of each?

SERVICE REGISTERS, LISTS OF ESTABLISHMENTS, ETC.,

4. Is an up-to-date list of the establishment, both clerical and menial, maintained?

5. Is a record of the qualifications and services of the ministerial officers maintained up-to-date.

6. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

7. Is a character roll maintained for each official and are these also brought up-to-date?

8. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

9. Is a register of applications for appointments manitained and are selections made therefrom?

10. Are all appointments made in accordance with rules pertaining to the Department?

DISTRIBUTION OF WORK.

11. Is a record of the distribution of work among the several clerks in each branch maintained? Is the work assigned to each official sufficient, without being excessive?

12. Does each official maintain a diary or a personal register, and do the entries show sufficient work for each day? What is the general condition of the work indicated by these records? Is it up-to-date and efficient?

17

ARREAR LISTS.

13. Does every official prepare ~~prepare~~ and submit once a month, a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated and is a statement submitted by the 5th of the month following?

14. Are these lists scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

15. Are similar monthly statements called for from subordinate offices, if any, and scrutinised before the 15th of the month following?

16. A copy of the latest arrear list may be appended?

REPORTS AND RETURNS.

17. Is a register of periodicals maintained and posted up-to-date? Is it scrutinised by the head of the office?

18. Is a calendar showing the dates of ~~perr~~ periodicals, reports and returns due to and from the office maintained and kept up-to-date? How many such returns were overdue at the time of the inspection.

Furniture list.

19. Is a register of furniture maintained? Are all articles of furniture entered therein, together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a note made in the register of all articles lost or which have become unserviceable? Is the furniture adequate to the needs of the office or more than necessary? What is the condition of the furniture kept?

STATIONERY AND FORMS.

20. In whose custody is the office stationery? are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year.

21. Is a general indent book maintained for monthly issue of stationery?

22. Are old and unserviceable articles sold b public auction and the proceeds credited to Government? (VIDE Rule 19 of the Stationery Rules.)

23. Who keeps the stock of Departmental and office forms? Where are they kept? Are they neatly arranged? Is a stock register of the forms ~~mmk~~ maintained? Are all receipts and issues noted in the register?

24. Is a register of periodical issue of stationery maintained? VIDE Rule 36 of the Stationery Rules.

18

FILE OF STANDING ORDERS.

25. Is a complete set of the standing orders relating to the work of the office manitained? Are circular instructions relating to several branches of the office maintained in separate each branch, in separate files? Are these files complete and up-to-date.

26. Is each provided with a table of contents and if bulky, also an index?

27. Is a similar file maintained of circulars issued from the office?

Are the departmental Codes or Manuals, if any, kept up to date?

LIBRARY.

28. In whose charge is the Office Library and where is it kept?

29. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

30. Is a catalogue of the office Library maintained up-to-date?

30(A) Is the stock of books verified with reference to the Catalogue once a year?

31. Are all books received into the Library correctly labelled and deposited in their appropriate places?

33. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

34. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

35. Is a monthly report of books removed and not returned, submitted?

36. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

TOUR.

37. Is a definite programme drawn up and adhered to?

CORRESPONDENCE REGISTERS.

38. Are the registers of inward and outward correspondence properly maintained as required by the office manual?

39. How many of such registers are maintained? Are a Peon Book and Tappal Book maintained?

40. Are the registers written up neatly? Are the entries concise and clear?

41. Are all receipts classified in the manner laid down in rule 11 of the General Rules of Office Procedure?

42. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the peon book and tappal book.

43. Is a register maintained to enter all covers as they are received in the office?

44. Is a separate petition register maintained in the form prescribed by rule 22 of the Petition rules and does it show the method of disposal and the date and nature of endorsements granted?

45. Is there any abnormal delay in the disposal of petitions?

46. Is the half-yearly return of petitions sent up regularly, as required by Rule 24 of the petition rules?

47. Are disposal lists properly maintained? Is the classification of diaposals into series done on any uniform basis?

48. Are all the registers periodically examined by the ministerial head of the office and signed by him in token of his inspection?

49. Are all disposals promptly made over to the Record Keeper, duly arranged and stitched? What is the number of such records remaining to be sent to the record room?

III. CASH AND CONTINGENCIES.

50. Are the following registers prescribed by rule 25 of the General Rules of Office Procedure maintained?

(1) Cash Book.
(2) General ledger or classified abstract of the monthly totals of the Cash Book.
(3) Contingent register.
(4) Order book for contingent charges.

51. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

52. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

53. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

54. Are all charges incurred on account of contingencies entered into the contingent register from day to day? VIDE Article 81 of the Civil Account Code. Are totals struck at the end of the month.

55. The necessity for any unusual charges may be scrutinised.

56. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

57. Is the contingent bill drawn at the end o each month in the manner laid down in the Civi Account Code and are the initials of the head of the office obtained?

20

58. Is the expenditure kept within the Budget grant.

59. Is the account of the service postage labels correctly written up? Who keeps them and where? Does the stock on hand agree with the book balance? Is it periodically verified by the head of the office?

60. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

61. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs.20? Is the register examined every month by the head of office?

62. Are the bills and payments posted in the cash book and the postings made under the initials of the Head of the office.

63. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

64. Has necessary sanction been obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

65. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

66. Are drafts of the office travelling allowance bills maintained?

67. Is there any undisbursed travelling allowance kept? if so, how is it dealt with?

68. Are personal claims of officers to pay or allowances or increment disposed of without undue delay?

69. Are Pension applications prepared and submitted to the authorites concerned in time? Is a quarterly list of pending pension applications prepared and submitted? The last quarterly list may be examined.

IV RECORDS.

70. The Rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed subjectwar or chronological, etc., may be briefly explained.

71. Is the arrangement of records in accordance with the rules?

72. Are all the records sorted according to the prevailing system? if not what is the quantity of papers remaining to be sorted? what time is necessary to complete their sorting?

73. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

21

74. A list of the records taken out of the record room and outstanding for long periods may be given.

74 A. What is the arrangement for the custody of important and confidential records? In whose charge are they? Is a separate list of such records maintained

75. Does the record room present a clean & tidy appearance?

76. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules? and under due authority?

V MISCELLANEOUS.

77. Is an inspection minute book maintained and written up as laid down in para 4 of Govt. order No.10870-918-E.A.43-14-1, dated 10th April 1915.

78. Extent to which points noted for action at previous inspections have been attended to.

79. General remarks, if any.

80 Are the following books maintained under the [illegible]
(1) List of important questions regarding [illegible]
(2) List of subjects for which [illegible] in which [illegible]

81 Are the [illegible] and progress [illegible] [illegible] every half-year.

QUESTIONS PARTICULARLY APPLYING

TO THE OFFICE OF THE SUPERINTENDENT OF THE

MEDICAL STORES, BANGALORE.

1. Examine the Stock Registers of European Medicines. Are receipts and issues promptly entered?

2. Examine the stock register of Surgical instruments.

3. Examine the stock register of Country Medicines.

4. Are these entries checked by any responsible officer? If so, by whom?

5. How many indents from Medical Institutions were disposed of during the current year and how many remain to be complied with?

How many were complied with by this date last year?

6. Which is the longest pending indent? What is the cause of delay?

7. Are all outstandings recovered?

6A. Was the stock on hand verified with the balance in the stock registers? If so, when and by whom

INSPECTION REPORT OF MEDICAL INSTITUTIONS.

Name & designation of the Inspecting Officer.

Duration of inspection.

When & by whom last inspected.

---

1. Is the building a Government one or a private one, rented or otherwise made --- available for a hospital or dispensary?

2. Is it kept in a good condition?

3. Is the accommodation sufficient for the purpose?

4. Are any repairs or alterations necessary?

5. Are there the necessary out-houses, such as kitchen, latrines, dead - house? Are they in good condition?

6. Are residential quarters provided for the staff? if so, what is their condition?

7. Is the institution conveniently situated?

8. Is there a good water supply & drainage?

9. Is the supply of bedding, clothing and furniture sufficient? What is the condition of the same?

10. What are the hours during which outpatients are attended to?

11. Are attendance registers maintained for the staff?

Are the times of arrival and departure regularly noted by the Medical staff and are any irregularities in attendance duly noticed by the head of the institution?

12. Are duty rolls of the Medical, Nursing and menial staff maintained and are they adhered to?

13. Is the establishment sufficient and efficient? If Not, give suggestions for improvement.

14. Are medicines and appliances sufficient? Are they properly labelled, arranged and preserved? Are poisons kept separately?

14A. In whose custody are the poisons? Does the stock on hand correspond with the entries in the stock registers?

15. Are indigenous drugs used? If so, to what extent?

16. Are stock books of medicines, and surgical instruments maintained and kept up-to-date?

23

17. Is a register maintained, showing the daily issues of important and costly medicines and drugs?

18. Verify the book-balance and the stock on hand and note the result.

19. What is the number and condition of the surgical instruments? Are any missing or broken? What steps have been taken to replace them?

20. What is the daily average of attendance of patients for 12 months preceding the inspection? What was it in the previous 12 months?

20A. Is there any satisfactory explanation for the variation? In the case of in-door patients was the diet ordered and supplied proportionate to the number of patients — The diet charged off on particular day examined verified with the diet sheets of patients.

21. What are the prevalent diseases?

22. How many surgical operations have been performed during the current year till date of inspection? What is the number of operations performed in the previous year.

23. How many labor cases were conducted by the Midwife, if any, attached to the institution?

24. Is she popular?

25. Who is the Medical Officer in charge, what are his qualifications? How long has he been in charge?

26. Are his relations with his subordinates good? Does he possess the confidence of the Public.

27. Have there been any complaints against any member of the staff? What action was taken on such complaints?

28. Are the Hospital books and registers kept neat and posted up-to-date?

29. Is a visitors' book maintained? What is the general tenor of the remarks therein?

30. Is any use made of Medical journals received in circulation? Examine notes taken.

~~31. Are the several registers posted up-to-date?~~

31. General remark, if any.

~~Whether any fee or charge~~ What is the average income from fees & any charges for medicine. Are correct accounts maintained of the receipts from fees? Are they remitted to the Treasury regularly?

Vacuum Gauge

12 P.T.O.

32 Are the diet and other articles supplied by a Contractor and if so, are the articles supplied at the tendered rates?

33 Is the quality of the articles supplied satisfactory? Is the work of the Steward satisfactory?

34 Does the Steward insist on the quality of the articles supplied by the Contractor? Is an order book to the Contractor maintained?

(P) MS

13

25

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 1501—E. A. G. 69, dated 26th Feb. 1918.

Inspection Rules.

Sanctions —— for the offices and institutions of the Medical Department.

WD 1696—GPB—14-3-18—150

No. 1501—E. A. G. 69, DATED 26TH FEBRUARY 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Correspondence ending with letter No. G. C. 396-2, dated the 29th December 1917, from the Senior Surgeon with the Government of Mysore, submitting proposals for the periodical inspection of the medical institutions and offices under his control.

Order No. 1501—E. A. G. 69, dated 26th February 1918.

The following arrangements are ordered for the periodical inspection of the Medical offices and institutions :—

Name of offices and institutions	Inspecting officer	Frequency of inspection	To whom the inspection report should be submitted
1. Senior Surgeon's Office ...	Senior Surgeon...	Once a year ...	Government.
2. The Medical Stores and Office, Bangalore ...			
3. Lunatic Asylum and Office of the Superintendent, Bangalore			
4. The Victoria Hospital and Office of the Medical Officer in charge ...			
5. The Minto Ophthalmic Hospital and Office of the Superintendent thereof, Bangalore			
6. The Maternity and the Office of the Lady Medical Officer in charge, Bangalore...	1. Senior Surgeon.	Once a year ...	Government.
	2. Medical Officer in charge.	Do ...	Senior Surgeon.
7. The Vaccine Institute, Bangalore			
8. The Jail Hospital, Bangalore.			
9. The Imperial Service Regiment Hospital, Bangalore..			
10. The Epidemic Diseases Hospital, Bangalore ...			
11. The General Hospital and the Office of the Medical Officer, Mysore ...			
12. The Vani Vilas Hospital and the Office of the Superintendent thereof, Mysore ...			
13. The Jail Hospital, Mysore ...			
14. Offices of the District Medical Officers.	1. Senior Surgeon.	Once a year ...	Government.
	2. District Medical Officers concerned.	Do ...	Senior Surgeon.
15. Hospitals in the District Headquarters of Kolar, Tumkur, Hassan, Shimoga, Kadur and Chitaldrug Districts and the Robertsonpet Civil Hospital and Maternity.	1. Senior Surgeon.	Do ...	Government.
	2. District Medical Officer.	Do ...	Senior Surgeon.
16. All other State, Municipal and Local Fund Dispensaries in the State.	District Medical Officers concerned.	Once a year ...	Senior Surgeon.

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2. The Inspection reports of offices and institutions should be drawn up respectively in the Forms A and B appended, and submitted within one month after the completion of inspections.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Senior Surgeon with the Government of Mysore.

Exd.—C. R.

No. 1501—E. A. G. 69, DATED 26TH FEBRUARY 1918.

APPENDIX A.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE SENIOR SURGEON WITH THE GOVERNMENT OF MYSORE, AND OTHER OFFICES SUBORDINATE THERETO.

1. Name of Inspecting Officer with designation.....

2. Duration of Inspection { Date commenced..... Date concluded.....

3. Previous Inspection { Date..... Name of Inspecting Officer.....

GENERAL.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3. How many clerks are working in each branch of the office and what is the qualification of each?

SERVICE REGISTERS, LISTS OF ESTABLISHMENTS, ETC.

4. Is an up-to-date list of the establishment, both clerical and menial, maintained?

5. Is a record of the qualifications and services of the ministerial officers maintained up-to-date?

6. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

7. Is a character roll maintained for each official and are these also brought up-to-date?

8. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

9. Is a register of applications for appointments maintained and are selections made therefrom?

10. Are all appointments made in accordance with rules pertaining to the department?

DISTRIBUTION OF WORK.

11. Is a record of the distribution of work among the several clerks in each branch maintained? Is the work assigned to each official sufficient, without being excessive?

12. Does each official maintain a diary or a personal register, and do the entries show sufficient work for each day? What is the general condition of the work indicated by these records? Is it up-to-date and efficient?

ARREAR LISTS.

13. Does every official prepare and submit once a month, a list of references pending with him as required by Rule 14 of the General

Rules of Office Procedure? Are these lists consolidated and is a statement submitted by the 5th of the month following?

14. Are these lists scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

15. Are similar monthly statements called for from subordinate offices, if any, and scrutinised before the 15th of the month following?

16. A copy of the latest arrear list may be appended.

REPORTS AND RETURNS.

17. Is a register of periodicals maintained and posted up-to-date? Is it scrutinised by the head of the office?

18. Is a calendar showing the dates of periodicals, reports and returns due to and from the office maintained and kept up-to-date? How many such returns were overdue at the time of the inspection?

FURNITURE LIST.

19. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a note made in the register of all articles lost or which have become unserviceable? Is the furniture adequate to the needs of the office or more than necessary? What is the condition of the furniture kept?

STATIONERY AND FORMS.

20. In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

21. Is a general indent book maintained for monthly issue of stationery?

22. Are old and unserviceable articles sold by public auction and the proceeds credited to Government? (*Vide* Rule 19 of the Stationery Rules.)

23. Who keeps the stock of departmental and office forms? Where are they kept? Are they neatly arranged? Is a stock register of the forms maintained? Are all receipts and issues noted in the register?

24. Is a register of periodical issue of stationery maintained? (*Vide* Rule 36 of the Stationery Rules.)

FILE OF STANDING ORDERS.

25. Is a complete set of the standing orders relating to the work of the office maintained? Are circular instructions relating to several branches of the office maintained in each branch in separate files? Are these files complete and up-to-date?

26. Is each provided with a table of contents and if bulky, also an index?

27. Is a similar file maintained of circulars issued from the office?

28. Are the Departmental Codes and Manuals, if any, kept up-to-date?

LIBRARY.

29. In whose charge is the Office Library and where is it kept?

30. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

31. Is a catalogue of the Office Library maintained up-to-date?

Is the stock of books verified with reference to the catalogue once a year?

32. Are all books received into the Library correctly labelled and deposited in their appropriate places?

33. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

34. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

35. Is a monthly report of books, removed and not returned, submitted?

36. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

TOUR.

37. Is a definite programme drawn up and adhered to?

CORRESPONDENCE REGISTERS.

38. Are the registers of inward and outward correspondence properly maintained as required by the office manual?

39. How many of such registers are maintained? Are a peon book and tappal book maintained?

40. Are the registers written up neatly? Are the entries concise and clear?

41. Are all receipts classified in the manner laid down in Rule 11 of the General Rules of Office Procedure?

42. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the peon book and tappal book.

43. Is a register maintained to enter all covers as they are received in the office?

44. Is a separate petition register maintained in the form prescribed by rule 22 of the Petition Rules and does it show the method of disposal and the date and nature of endorsements granted?

45. Is there any abnormal delay in the disposal of petitions?

46. Is the half-yearly return of petitions sent up regularly, as required by rule 24 of the Petition Rules?

47. Are disposal lists properly maintained? Is the classification of disposals into series done on any uniform basis?

48. Are all the registers periodically examined by the ministerial head of the office and signed by him in token of his inspection?

49. Are all disposals promptly made over to the record-keeper, duly arranged and stitched? What is the number of such records remaining to be sent to the record room?

CASH AND CONTINGENCIES.

50. Are the following registers prescribed by rule 25 of the General Rules of Office Procedure maintained?

(1) Cash book.
(2) General ledger or classified abstract of the monthly totals of the cash book.
(3) Contingent register.
(4) Order book for contingent charges.

51. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

52. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

53. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

54. Are all charges incurred on account of contingencies entered into the contingent register from day to day? (*Vide* Article 81 of the Civil Account Code.) Are totals struck at the end of the month?

55. The necessity for any unusual charges maybe scrutinised.

56. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

57. Is the contingent bill drawn at the end of each month in the manner laid down in the Civil Account Code and are the initials of the head of the office obtained?

58. Is the expenditure kept within the budget grant?

59. Is the account of the service postage labels correctly written up? Who keeps them and where? Does the stock on hand agree with the book balance? Is it periodically verified by the head of the office?

60. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

61. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is the stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of office?

62. Are the bills and payments posted in the cash book and the postings made under the initials of the head of the office?

63. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

64. Has necessary sanction been obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

65. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

66. Are drafts of the office travelling allowance bills maintained?

67. Is there any undisbursed travelling allowance kept? If so, how is it dealt with?

68. Are personal claims of officers to pay or allowances or increment disposed of without undue delay?

69. Are Pension applications prepared and submitted to the authorities concerned in time? Is a quarterly list of pending pension applications prepared and submitted? The last quarterly list may be examined.

RECORDS.

70. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed subjectwar or chronological, etc., may be briefly explained.

71. Is the arrangement of records in accordance with the rules?

72. Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?

73. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

74. A list of the records taken out of the record room and outstanding for long periods may be given.

75. What is the arrangement for the custody of important and confidential records? In whose charge are they? Is a separate list of such records maintained?

76. Does the record room present a clean and tidy appearance?

77. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules and under due authority?

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MISCELLANEOUS.

78. Are the following lists maintained under the O. & D. Scheme?

(1) List of important questions requiring consideration at a time?

(2) List of subjects for study *re* subjects connected with the department in which individual officers may usefully specialise?

Are these lists revised and progress reviewd once every half-year?

79. Is an inspection minute book maintained and written up as laid down in para 4 of Government Order No. 10870-918—E. A. 43-14-1, dated 10th April 1915?

80. Extent to which points noted for action at previous inspections have been attended to.

81. General remarks, if any.

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QUESTIONS PARTICULARLY APPLYING TO THE OFFICE OF THE SUPERINTENDENT OF THE MEDICAL STORES, BANGALORE.

1. Examine the stock registers of European medicines. Are receipts and issues promptly entered?

2. Examine the stock register of surgical instruments.

3. Examine the stock register of country medicines.

4. Are these entries checked by any responsible officer? If so, by whom?

5. How many indents from Medical Institutions were disposed of during the current year and how many remain to be complied with?

How many were complied with by this date last year?

6. Which is the longest pending indent? What is the cause of delay?

7. Was the stock on hand verified with the balance shown in the stock registers? If so, when and by whom?

8. Are all outstandings recovered?

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APPENDIX B.

MEMO OF QUESTIONS FOR THE INSPECTION OF MEDICAL INSTITUTIONS.

Name and designation of the Inspecting Officer.

Duration of inspection.

When and by whom last inspected.

1. Is the building a Government one or a private one, rented or otherwise made available for a hospital or dispensary?

2. Is it kept in a good condition?

3. Is the accommodation sufficient for the purpose?

4. Are any repairs or alterations necessary?

5. Are there the necessary out-houses, such as kitchen, latrines, dead-house? Are they in good condition?

6. Are residential quarters provided for the staff? If so, what is their condition?

7. Is the institution conveniently situated?

8. Is there a good water-supply and drainage?

9. Is the supply of bedding, clothing and furniture sufficient? What is the condition of the same?

10. What are the hours during which out-patients are attended to?

11. Are attendance registers maintained for the staff?

Are the times of arrival and departure regularly noted by the Medical staff and are any irregularities in attendance duly noticed by the head of the institution.

12. Are duty rolls of the Medical, Nursing and menial staff maintained and are they adhered to?

13. Is the establishment sufficient and efficient? If not, give suggestions for improvement.

14. Are medicines and appliances sufficient? Are they properly labelled, arranged and preserved? Are poisons kept separately?

15. In whose custody are the poisons? Does the stock on hand correspond with the entries in the stock registers?

16. Are indigenous drugs used? If so, to what extent?

17. Are stock books of medicines, and surgical instruments maintained and kept up-to-date?

18. Is a register maintained, showing the daily issues of important and costly medicines and drugs?

19. Verify the book-balance and the stock on hand and note the result.

20. What is the number and condition of the surgical instruments? Are any missing or broken? What steps have been taken to replace them?

21. What is the daily average of attendance of patients for twelve months preceding the inspection? What was it in the previous twelve months?

22. Is there any satisfactory explanation for the variation? In the case of indoor patients was the diet ordered and supplied proportionate to the number of patients? The diet charged off on particular days may be verified with the diet sheets of patients.

23. What are the prevalent diseases?

24. How many surgical operations have been performed during the current year till date of inspection? What is the number of operations performed in the previous year?

25. How many labor cases were conducted by the Midwife, if any, attached to the institution?

26. Is she popular?

27. Who is the Medical Officer in charge, what are his qualifications? How long has he been in charge?

28. Are his relations with his subordinates good? Does he possess the confidence of the public?

29. Have there been any complaints against any member of the staff? What action was taken on such complaints?

30. Are the Hospital books and registers kept neat and posted up-to-date?

31. A. What is the average income from fees, if any, charged for medicine?

Are correct accounts maintained of the receipts from fees?

Are they remitted to the Treasury regularly?

32. Is a visitors' book maintained? What is the general tenor of the remarks therein?

33. Is any use made of Medical journals received in circulation? Examine notes taken.

34. General remarks, if any.

35. Are the diet and other articles supplied by a contractor and if so, are the articles supplied at the tendered rates?

36. Is the quality of the articles supplied satisfactory? Is the work of the steward satisfactory?

37. Does the steward insist on the quality of the articles supplied by the contractor? Is an order book to the contractor maintained?